



REQUEST FOR QUOTATION

Quotations will be received until 5:00 P.M., MST, October 10, 2008

RFQ No.: RSA090040

ARIZONA DEPARTMENT
OF ECONOMIC SECURITY
1789 West Jefferson Street
2nd Floor NW, Site Code 930A
Phoenix, AZ 85007-3202

OFFEROR QUOTATION - BID

THIS IS NOT A PURCHASE ORDER

The State of Arizona Uniform Terms and Conditions (UTC) are incorporated by reference and are located at: <http://www.azdoa.gov/spo/documents-forms/docs-forms/UTCv7.pdf>

The Department of Economic Security Special Terms and Conditions and where applicable, the Administrations Special Terms and Conditions are included in Exhibit 1.

Please reference the Procurement's Officer Name and RFQ Number on the outside of the return envelope or on the FAX Cover Sheet. RETURN THE QUOTATION BY THE ABOVE DATE AND TIME TO THE FOLLOWING ADDRESS:

Address:

Arizona DES/RSA Contracts Unit
1789 West Jefferson Street, 2nd Floor NW, Site Code 930A
Phoenix, Arizona 85007-3202

Procurement Officer Name: Vanja Pasalic

PHONE NO. (602) 542-6296

FAX NUMBER: (602) 542-3705

Description of Service

The Department of Economic Security is issuing this Request for Quotation for the following:

see attached Price Sheet

The purpose of this solicitation is to purchase a gas pressure fryer, Henny Penny Model PFG 600 and a Shortening Shuttle, Henny Penny Model FS-100, or equivalents, for a BEP cafeteria in Phoenix

Delivery shall be made _____ calendar days after receipt of order.

Payment Terms: _____

THIS SECTION MUST BE COMPLETED BY THE OFFEROR

The Undersigned hereby offers and agrees to furnish the material, service or construction in compliance with all terms, conditions, specifications and amendments in the Solicitation and any written exceptions in the offer. Signature also certifies Small Business status.

In accordance with A. R. S. § 35-397. the Offeror hereby certifies that the Offeror does not have scrutinized business operations in Iran.

In accordance with A. R. S. § 35-397. the Offeror hereby certifies that the Offeror does not have scrutinized business operations in Sudan.

Company Name	Address	City	State	Zip Code	Phone Number

Signature

Date

Typed Name and Title

THIS SECTION TO BE COMPLETED BY DES

The Offer is hereby accepted.

The Contractor is now bound to sell the materials or services listed by the attached contract and based upon the solicitation, including all terms, conditions, specifications, amendments, etc., and the Contractor's Offer as accepted by the State.

This contract shall henceforth be referred to as Contract No. _____. The Contractor has been cautioned not to commence any billable work or to provide any material or service under this contract until Contractor receives purchase order, contract release document or written notice to proceed.

State of Arizona Awarded This _____ day of _____

Procurement Officer: _____

RFQ INSTRUCTION TO OFFERORS

1. **ARIZONA PROCUREMENT CODE:** The Arizona Procurement Code (A.R.S. Title 41, Chapter 23) and its Rules and Regulations (A.C.R.R. Title 2, Chapter 7), are made a part of this document as if fully set forth herein. Note: A.R.S. Title 41, Chapter 23 is available at most public libraries; A.C.R.R. Title 2, Chapter 7 may be purchased from the Arizona Secretary of State; and both are located at: <http://www.azdoa.gov/spo/documents-forms>.
2. **BID REJECTION:** The State reserves the right to reject any, or all, bids, combinations of items, or lot, and to waive defects or informalities. The State also reserves the right to award a contract to more than one Offeror. The State retains the sole authority to determine the acceptability of a bid based upon the Offeror's compliance with the applicable terms and conditions and responsiveness to the solicitation
3. **BRAND NAMES:** Any manufacturer's names, trade names, brand names or catalog numbers used in the specifications are for the purpose of describing and establishing the general quality level, design and performance desired. Such references are not intended to limit or restrict bidding by other vendors but are intended to approximate the quality design or performance which is desired. Any bid, which proposes like quality, design or performance, will be considered. If the description of your offer differs in any way, you must give a complete detailed description of your quotation including pictures and literature where applicable. Unless a specific exception is made, the assumption will be that you are bidding exactly as specified-on the Request for Quotation: Any manufacturer's names, trade names, brand names or catalog numbers used in the specifications are for the purpose of describing and establishing the general quality level, design and performance desired. Such references are not intended to limit or restrict bidding by other vendors but are intended to approximate the quality design or performance which is desired. Any bid, which proposes like quality, design or performance, will be considered. If the description of your offer differs in any way, you must give a complete detailed description of your quotation including pictures and literature where applicable. Unless a specific exception is made, the assumption will be that you are bidding exactly as specified-on the Request for Quotation.
4. **CERTIFICATE OF INSURANCE:** If awarded a contract as a result of this solicitation, a Certificate of Insurance which demonstrates compliance with the required coverage as stated in the DES Special Terms and Conditions (Exhibit 1) must be submitted prior to commencement of any work.
5. **CONTRACT AWARD:** The State intends to award a contract or contracts, unless otherwise indicated, resulting from this solicitation to the responsible Offeror(s) whose proposal represents the best value after evaluation in accordance with the factors identified in the solicitation. The State may reject any or all proposals if such action is in the State's best interest. The State may waive informalities and minor irregularities on proposals received. The Offeror's initial proposal should contain the Offeror's best terms from a price or cost and technical standpoint. The State reserves the right to make an award on any item for any quantity less than the quantity offered, at unit costs or prices offered, unless the Offeror specifies otherwise in the proposal. The State reserves the right to make multiple awards if, after considering the additional administrative costs, it is in the State's best interest to do so. Any exchanges with Offerors after receipt of a proposal does not constitute a rejection of counteroffer by the State.
6. **DEFINITION:** 'May' denotes the permissive, 'Shall' denotes the imperative, 'Must' denotes the imperative.
7. **ERASURES:** Erasures, interlineations or other modifications must be initialed by the individual signing the Request for Quotation.
8. **EVALUATION CRITERIA:** Evaluation criteria are listed in descending order of importance. The award will be made to the responsible Offeror whose offer is determined to be the most advantageous to the State, based on the following criteria:
 1. Conformity with Requirements
 2. Price
9. **FUNDING:** A contract resulting from this solicitation will not exceed \$50,000.00 for all contract periods.
10. **OFFER ACCEPTANCE PERIOD:** Proposals shall be irrevocable offers for 120 days after the proposal due date.
11. **OPENING:** This is an informal quotation which will not be read at a public opening; however, the information may be publicly reviewed after an award.

- 12. OFFEROR'S RESPONSIBILITY:** The Offeror is cautioned that it is the Offeror's sole responsibility to submit information related to the evaluation categories and that the State of Arizona is under no obligation to solicit such information if it is not included with the Offeror's proposal. Failure by the Offeror to submit such information may cause an adverse impact on the evaluation of the Offeror's proposal.
- 13. PAYMENT:** The State will make every effort to process payment for the purchase of goods or services within thirty (30) calendar days after receipt of goods or services and a correct notice of amount due, unless a good faith dispute exists as to any obligation to pay all or a portion of the account. Any bid that requires payment in less than thirty (30) calendar days shall not be considered.
- 14. QUANTITY:** Specify the number of Units capable of being delivered
- 15. RIGHT OF WITHDRAWAL:** Quotations may be altered, amended or withdrawn prior to the specified due date and time. No Quotation may be altered, amended or withdrawn after this date and time
- 16. SMALL BUSINESS SET-ASIDE:** In accordance with A.A.C. R2-7-335A., this procurement is restricted to small businesses. A small business is one that, including its affiliates, is independently owned and operated, is not dominant in the type of business it conducts, and which employs fewer than 100 full-time employees or which has gross revenues of \$4 million or less. The Offeror shall certify on Request for Quotation Form its status as a small business. Notwithstanding, the State's intent to award to a small business, the State reserves the right to determine that it is impractical to award the contract to a small business in accordance with A.A.C. R2-7-335E and to award the contract to a non-small business Offeror.
- 17. SUBMISSION:** Quotations shall be signed where applicable and submitted by the specified due date and time as designated on the REQUEST FOR QUOTATION FORM.
- 18. TAXES:** The State of Arizona is exempt from Federal Excise Tax, including Federal Transportation Tax. Exemption certificates will be signed upon request. Sales Tax, if any, should be indicated as a separate item.
- 19. TERM:** The contract is anticipated to begin on or about October 10, 2008 or the date the DES Procurement Officer signs the Contract, whichever is later, and end on October 9, 2009 and may be extended as provided by ARS 41-2546.
- 20. UNIT PRICE:** In case of error in the extension prices in the Quotation, the Unit Price will govern. The Unit Price is to include all costs associated with delivering this service (ex: travel, Per Diem, office space, insurance, etc.)
- 23. QUOTE REQUIREMENTS:** The Quote shall include the following:
1. Request for Quotation (form) RFQ # RSA090040 which includes the Unit Price per Unit. The proposed Unit Price is to include all costs associated with delivering the product.
 2. Descriptive literature/samples as required.
 3. Submit a minimum of three (3) references from individuals (Agencies) for whom you have done similar work. (Attachment 1)
 4. State of Arizona Substitute W-9 Form Request for Taxpayer Identification Number and Certification. (Attachment 2)
 5. Certification Regarding Lobbying (Attachment 3)
 6. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion- Lower Tier Federally Funded Transactions (Attachment 4)
 7. Sole Proprietor Waiver: If the Offeror is a Sole Proprietor and requesting waiver of the Worker's Compensation coverage and benefits, complete and submit the Sole Proprietor Waiver form (Attachment 5)



Request for Quotation
RFQ Number Q-RSA 090040
Price Sheet

**DEPARTMENT OF ECONOMIC
SECURITY**
**Rehabilitation Services
Administration**

Item No	Description of Material, Commodity, Service or Construction	Quantity	Unit	Unit Price	Extended Price
1	Gas Pressure Fryer, Henny Penny, Model PFG 600 ... 120v/60/a, 115w, 10A, 2+G wires w/cord, NEMA 5-15P, 80K BTU/hr. includes paper filter, start-up kit and male quick disconnect.	1	EA	\$_____	\$_____
2	Shortening Shuttle; Henny Penny, Model FS-100 ... Designed to height of 55 gal. drum.	1	EA	\$_____	\$_____
3	Taxes	1	EA	\$_____	\$_____
4	Set-up & Training	1	EA	\$_____	\$_____
5	Freight/Delivery Destination ... DES, 1789 W. Jefferson, Phoenix, AZ 85007 * Cafeteria Loading Dock - South Side on Madison Street	1	EA	\$_____	\$_____

Offeror may submit their own estimate form but this price sheet must be submitted.

Total: \$_____

Name of Vendor completing this form:
